**Job Description**

**The School**

Becket Keys opened in September 2012. Whilst OfSTED judge us outstanding, we take nothing for granted, and are working hard to ensure students leave with their best possible outcomes. The school is heavily oversubscribed, as prospective parents and children like what they see when they visit us on a typical working day, commenting on our positive, inclusive ethos, which fosters high aspirations, a love of learning, and respect for others. Please see our website for the latest information about our school at www.becketkeys.org.

**The Post**

We are currently looking for a well-organised and strong team player to join our friendly and welcoming team as Site assistant. This varied and interesting role will report into the Facilities Manager. This post is full time, and you will work as part of a team of 4 Site staff. Please see attached Job Description for more details. If you have any further questions about the post please do call us, visits are also welcome.

**To Apply**

Please complete the attached Application Form (with supporting statement) and Equalities Monitoring and email to vacancies@becketkeys.org

CVs can be included as a supporting document.

We reserve the right to recruit before the closing date if a suitable candidate is found.

**Notes**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.

Becket Keys CoE School reserves the right to appoint before the application close date in exceptional circumstances.

**Information about the School**

Please visit our website: www.becketkeys.org